



NATIONAL SCIENCE FOUNDATION
ANNOUNCEMENT NUMBER S20020154-IPA
DIRECTOR, OFFICE OF INFORMATION AND RESOURCE
MANAGEMENT (OIRM)

The National Science Foundation is seeking qualified candidates for the position of Director, Office of Information and Resource Management (OIRM). In addition to seeking candidates who are interested in appointment on a Senior Executive Service career basis (S20020154-C) or limited term basis (S20020154-LTD), NSF is also inviting individuals who might be interested in an Intergovernmental Personnel Act assignment to submit an application. A statement of duties of the position and a list of qualification requirements are included below.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

National Science Foundation
Division of Human Resource Management
Executive Personnel
ATTN: S20020154-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230

The closing deadline for receipt of applications is October 11, 2002.

Applications may be transmitted electronically to execsrch@nsf.gov, mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020154-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing impaired individuals should call TDD on (703) 292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20020154-C and S20020154-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage www.nsf.gov/jobs. Information on the NSF mission, structure, programs and operations may be found at www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

STATEMENT OF DUTIES: Provides leadership and direction to the Office of Information and Resource Management (OIRM), which is responsible for Agency-wide human resource management, quality management, administrative services and information systems. These responsibilities are carried out through 3 Divisions and a staff of over 165. The Director, OIRM serves as a focal point for promoting an agency-wide operational culture focused on consistently excellent business practices, innovative information technology, strong customer service orientation, and improved internal and external communications. In this leadership role, the incumbent must demonstrate an awareness of and sensitivity to the role of the Foundation in most effectively conducting its mission in support of science and engineering research and education. The Director, OIRM is responsible for planning, organizing and managing OIRM activities and serves as the principal advisor to the NSF Director, Deputy Director and other agency management officials in matters related to NSF's administrative activities and initiatives. As a member of the Director's Policy Group, the incumbent has a key role in agency-level policy development and strategic planning.

DIRECTOR, OFFICE OF INFORMATION AND RESOURCE MANAGEMENT (OIRM)

QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Ability to develop and implement an organizational vision that integrates key national and program goals. Includes understanding of the roles and relationships of the components of the national policy making and implementation process and the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results Driven Leadership.** Knowledge and ability in stressing accountability and continuous improvement. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies.
4. **Business Acumen.** Ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. Involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

Essential

PROFESSIONAL/TECHNICAL

1. Advanced degree in public administration or a related field, such as human resource management, business administration or information systems management, or a combination of education and experience in these areas.
2. Significant administrative and policy-level experience involving information resource management, human resource management, and general administrative and logistic services.
3. Demonstrated skill in developing and implementing innovative management concepts and initiatives for a major administrative organization operating in a dynamic, rapidly changing environment.
4. Broad expertise involving major Administration, Congressional and private sector initiatives and developments that impact the business processes of a major Federal organization, including factors that impact appropriations and human resources.

Desirable

1. Familiarity with the scientific or engineering communities or with the Federal structure for support of science and engineering research and education.
2. Ability to work effectively in a multidisciplinary environment and to coordinate agency-level activities with administrative and technical staff.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER